

## **RURAL ADDRESSING/GIS TECHNICIAN**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing technical support work to the Rural Addressing program in areas of rural addressing; creates and maintains physical addresses for existing structures and roadways to be used in responding to emergency calls in the rural areas of the Navajo Nation; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Maintains, updates, assigns and re-designs the addressing and road naming system, maps and computer generated geographical addressing information; works closely with community members and representatives in obtaining accurate physical addresses for 911 emergency services; assists in the establishment and maintenance of addressing for postal services, utility and delivery services; creates maps showing said addresses and road locations; identifies land ownership, possible land divisions and location of driveways.

Posts addresses in the field utilizing global positioning system (GPS); completes necessary documents involved in issuing an address, notification of landowners, updating and changing addresses; works with relevant divisions, departments and entities regarding new addresses or changes to addresses; assists in the development of rural addressing standards and guidelines; establishes and maintains working relationships with state and county personnel and public officials; identifies potential rural addressing problems and recommends resolutions; participates in rural addressing workgroups; serves on the rural addressing task force; coordinates posting and maintenance of signage with various organizations; attends meetings.

Assists citizens on matters relating to the road naming and addressing system; assigns all addressing number grids, number lines and road naming; implements the addressing/re-numbering and road naming requirements of the Navajo Nation policies, procedures, standards and guidelines in coordination with state and county; ensures that accurate physical addresses are maintained and provided for 911 emergency services; responds to inquiries from various agencies and the public relating to addressing and road naming.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation chapter community locations and Navajo Nation land base.

Knowledge of rural addressing standards and guidelines.

Knowledge of fundamental of drafting, mechanical drawing and graphic illustration.

Knowledge of research and reference methods and techniques.

Knowledge of the principles, practices and methods used in map preparation.

Knowledge of filing, indexing and cross referencing methods.

Skill in operating a personal computer within the Global Positioning System (GPS) and Geographic Information System (GIS) context.

Skill in reading and interpreting a wide variety of documents, including maps, base maps, aerial photographs, applicable policies and procedures, and hardware and software instructions.

Skill in the use of distance measuring devices, GPS units and drafting equipment.

Skill in establishing and maintaining cooperative and effective relationships with those contacted in the course of work.

THE NAVAJO NATION

Class Code: 1864  
Information Technology Series  
Geographic Information Systems Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

### **RURAL ADDRESSING/GIS TECHNICIAN**

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is done in an office environment and involves field work; exposure to varying weather conditions, lifting up to 25 lbs; field work may become physically demanding driving over rural roads.

**MINIMUM QUALIFICATIONS:** An Associates degree in Computer Science, Engineering or graduation from a technical school with an emphasis in GIS Technology; and two (2) years work experience in rural addressing using GIS and GPS; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.